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ABSTRACT

This packet contains materials about and by the Business Advisory Committee (BAC) for Vocational Special Education of the Irving Independent School District (IISD), Texas. It discusses benefits to the business sector, both corporately and individually: introduction of management to an untapped resource, employee involvement in worthwhile programs, familiarity with needs of persons with disabilities, and feelings of personal reward. It then lists benefits for IISD: community involvement, assistance in establishing Learning in Functional Environments (LIFE) vocational assessment sites and procuring employment for students, business expertise, and assistance in community networking. Activities of the BAC are outlined: publication of brochure, monthly meetings, awards luncheon, assistance to IISD in locating LIFE vocational assessment and employment sites, guidance to IISD in evaluating and establishment vocational special education training programs, job fair, and advocacy for vocational special education students. Ideas for membership recruitment are also presented. Specific information is provided on establishing a BAC, recruiting members, meeting agendas, and goals. A brochure published by the BAC highlights benefits to businesses and lists BAC goals. The packet also includes an outline for a presentation on business advisory groups, outline for a career and job fair, and communications regarding participation in the job fair. (YLB)

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For Vocational Special Education

CE068119

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FOREWORD

The Irving Independent School District strives to provide a free, appropriate education for all students. For those students identified with a disability in need of special education services, the district ensures that this free, appropriate public education includes special education and related services to meet their unique needs.

The philosophy of the Special Education Department of the Irving Independent School District is to provide appropriate educational and related services prescribed in each student's individual education plan (IEP) in a warm, nurturing environment, supported by adequate resources and managed by enthusiastic, motivated professionals and paraprofessionals who are truly committed to helping students be all they can be.

The "Business Advisory Committee for Vocational Special Education" was established March 1990 through the diligent efforts of Ellen Waller, Vocational Adjustment Coordinator, and with assistance of Pat Kirksey, Special Education Coordinator, Velma Edwin, Vocational Adjustment Coordinator, and the Chamber of Commerce of Irving, Texas. Strongly supporting the Business Advisory Committee include such individuals as Keith Hull, Chairperson - TU Electric; Kevin Slay - TU Electric; Rebecca Reynolds - Hyatt Regency DFW; Geary Bailey - Ayers Associates; Randy Crawford - GTE; Linda Johnson - NEC America, Inc.; Martha Grammar - IBM; Tracy Fulton - NCNB Texas; Jim Gettman - HCB Contractors and many other dedicated company representatives.

Sandra Shugart
Director of Special Education

REMINDERS

*T*he committee's purpose is not just to advise but to ACT

*T*he Committee must include top leaders

*T*he Committee must be able to assume a leadership role

A business person should be the Chairperson

*T*he Committee must meet often enough to accomplish goals and generate enthusiasm

*T*he size of the Committee should not be limited. MORE BUSINESS CONTACTS EQUAL A MORE SUCCESSFUL COMMITTEE!

*D*on't overload with education/social service representatives. THE KEY WORD IS BUSINESS!

*K*eep a short agenda

BENEFITS FOR THE BUSINESS SECTOR FROM BAC

The Business Advisory Committee (B.A.C.) of Irving provides benefits to the business sector, both corporately as well as individually. The corporate benefits can be seen through employees and the introduction of management to an untapped resource.

We have testimonials from managers of corporations citing the training sites they provided allowed their employees to become more involved in worthwhile programs. Moreover, their involvement has created a feeling of self-satisfaction and pride making for a more satisfied employee.

The new American Disabilities Act (A.D.A.) will affect all of us in business. The B.A.C. allows for employees and management to become familiar with the needs of persons with disabilities backed by the school district and the business leaders of the community. The committee provides opportunities for businesses in the community to see the possibilities of this population's resources. Persons with disabilities can provide long-term, productive services to employers.

The individual benefits can be seen through our committee members. We have all served on various boards of civic organizations, but the general consensus is that working with these special kids is more rewarding personally to us and the community than most any other organization.

Keith Hull
Chairman
Irving Business Advisory Committee

BENEFITS FOR IRVING INDEPENDENT SCHOOL DISTRICT FROM BAC

Community Involvement

Assistance in Establishing LIFE Vocational Assessment Sites

Assistance in Procuring Employment for VAC Students

Business Expertise Provided to Enhance Vocational Special Education Training Programs

Business Expertise Available in Providing Good Job Matches for Students

Assistance in Community Networking

ACTIVITIES OF THE BAC

*P*ublication of BAC brochure

*M*onthly meetings

*P*ublication of minutes of meetings

*S*ub-committee meetings

*A*wards luncheon

*A*ssistance to Irving ISD in locating Learning In Functional Environments (LIFE) Vocational Assessment sites

*A*ssistance to Irving ISD in locating employment sites

*M*embership recruitment

*G*uidance to Irving ISD in evaluating and establishing Vocational - Special Education Training Programs

*J*ob Fair for Vocational Special Education Students

*A*dvocacy for Vocational Special Education Students

MEMBERSHIP RECRUITMENT

Chamber of Commerce Events

Evening Mixers
Breakfast Meetings

Personal Contacts - BAC Members

Letters
Phone Calls

Leads from Irving Independent School District Employees, School Board Members and Parents

Brochure

Publicity of Events

Networking in the Community

BUSINESS ADVISORY COMMITTEE PROCEDURES
by Ellen Waller

*P*repare your rationale and goals for your Business Advisory Committee.

*C*ontact an influential business leader in your community who will assist you in listing prospective BAC members. In Irving, the School Board President was an excellent resource. He provided me with a listing of active business leaders, assisted me in making contacts and helped me to establish credibility.

*C*hoose a few business persons to call on to form a core group for your BAC. Meet with this group to formulate procedures and membership recruitment ideas.

*A*sk someone from this group to serve as the BAC chairperson. Be very selective! It is essential to choose one who will really lead the BAC and inspire others to action.

*I*n recruiting members, don't take no for an answer just because the business might not hire your students. People of position and influence in the community are just as important. Use this reasoning as an argument for that person's inclusion on the BAC.

*A*t the first meeting, let the business people decide times, locations and dates for future meetings. My BAC decided to meet every other month at 7:00 a.m. at Sky Chefs. If your BAC decides to meet at a later hour, you might want to meet at school so that the business people can observe your students and programs and become more familiar and comfortable with them.

*U*se part of the first few meetings to educate your committee on your programs and students, but don't over-saturate. It is important to begin planning and action a.s.a.p. - most business leaders want to do, not sit and listen.

*W*ork with your Chairperson to plan the agenda for meetings. You will probably have to generate the projects at first, i.e. - in July, we asked the BAC for assistance in setting up additional vocational community-based training sites for September. In September, we asked for assistance in placing VAC students.

*U*se an abundance of initiative and trial and error as we have done! Don't be afraid of mistakes. If you try this endeavor, you will be in the front line pioneering a new program so you will be developing new ideas and procedures.

The "Business Advisory Committee for Vocational Special Education" has the following goals:

- **Provide business expertise to vocational - special education training programs,**

- **Assist in locating training sites for community based instruction, and**

- **Contact and solicit cooperation of community business leaders in locating competitive employment for special education students.**

ESTABLISHING THE BAC

RATIONALE:

*O*rganizations which have solicited cooperation and guidance from local business in developing vocational training programs for persons with disabilities have been most successful when business people have been actively involved in all aspects of the process. Research indicates that Business Advisory Committees must include top leaders within the business community. The committee must be able to assume a leadership role in the development and on-going administration of the program. The committee must be provided the opportunity to be pro-active rather than just reactive.

GOALS:

*P*rovide business expertise to vocational-special education training programs

- Assist in locating training sites for community based instruction
- Contact and solicit cooperation of community business leaders
- Assist in locating supported employment sites for students with more severe disabilities
- Assist in locating competitive employment for vocational, special education students
- Serve as a liaison between the Irving Independent School District and cooperating businesses
- Serve as a forum for conducting student/employee interviews

BIRTH OF BAC

*T*ransition services are defined as those services, both of short and extended duration, that enable persons with disabilities to live in the community, participate in work and other meaningful activities, have access to appropriate medical, mental health, and non-medical support services, and engage in satisfying social interactions.

*I*n order to be more successful in vocational training endeavors for disabled individuals, the Special Education Department solicited cooperation and guidance from local businesses. It was the philosophy of "We Need Them, and They Need Us" that evolved into the establishment of the "Business Advisory Committee for Vocational Special Education".

BUSINESS ADVISORY COMMITTEE

BIRTH OF BAC

ESTABLISHING THE BAC

MEMBERSHIP RECRUITMENT

ACTIVITIES OF THE BAC

BENEFITS

REMINDERS

JOIN THE LEADERS

BECOME A MEMBER

OF THE

BAC

Jack Singley
Superintendent
of Schools

Sandra Shugart
Director of Special Education

Tel. 214/438-5141

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BUSINESS

ADVISORY

COMMITTEE

for

VOCATIONAL

SPECIAL

EDUCATION

JOIN THE RANKS OF EXCELLENCE

BE A LEADER IN YOUR COMMUNITY

Top leaders in the business community support excellence in education.

❖

BE A PARTNER

Join with other business leaders and the Irving Independent School District to enhance the effectiveness of vocational special education programs.

❖

HELP US HELP YOU

Good business practices include hiring persons with disabilities. We can help each other in this endeavor.

❖

DISCOVER NEW POTENTIAL

People with disabilities are an untapped resource with great potential. They are employees who are making an impact in hundreds of businesses across the country.

For Vocational Special Education

AYRES AND ASSOCIATES
CAREER DESIGN & DEVELOPMENT CENTER
DEVRY INSTITUTE OF TECHNOLOGY
DEWEY AND ASSOCIATES
GTE
HKI ARCHITECTS
HYATT REGENCY DFW
IBM
IRVING CHAMBER OF COMMERCE
J.C. PENNEY CO., INC.
MARRIOTT BUSINESS SERVICES
NATIONS BANK OF TEXAS
NEC AMERICA, INC.
PITNEY BOWES MANAGEMENT SERVICES
SKYCHEFS
TEXAS EMPLOYMENT COMMISSION
TEXAS REHABILITATION COMMISSION
TOM THUMB
TU ELECTRIC

BUSINESS ADVISORY COMMITTEE GOALS

1. Provide business expertise to vocational – special education training programs.

2. Assist in locating training sites for community based instruction.

3. Assist in locating supported employment sites for students with more severe disabilities and special education students.

BUSINESS ADVISORY COMMITTEE PROCEDURES

1) Prepare your rationale and goals for your Business Advisory Committee.

2) Contact an influential business leader in your community who will assist you in listing prospective BAC members. In Irving, the School Board President was an excellent resource. He provided me with a listing of active business leaders, assisted me in making contacts and helped me to establish credibility.

3) Choose a few business persons to call on to form a core group for your BAC. Meet with this group to formulate procedures and membership recruitment ideas.

4) Ask someone from this group to serve as the BAC chairperson. Be very selective! It is essential to choose one who will really <u>lead</u> the BAC and inspire others to action.

5) In recruiting members, don't take no for an answer just because the business might not hire your students. People of position and influence in the community are just as important. Use this reasoning as an argument for that person's inclusion on the BAC.

6) At the first meeting, let the business people decide times, locations and dates for future meetings. My BAC decided to meet every other month at 7:00 a.m. at Sky Chefs. If your BAC decides to meet at a later hour, you might want to meet at school so that the business people can observe your students and programs and become more familiar and comfortable with them.

7) Use part of the first few meetings to educate your committee on your programs and students, but don't over-saturate. It is important to begin planning and action a.s.a.p. - most business leaders want to <u>do</u>, not sit and listen.

8) Work with your Chairperson to plan the agenda for meetings. You will probably have to generate the projects at first, i.e. - in July, we asked the BAC for assistance in setting up additional vocational community-based training sites for September. In September, we asked for assistance in placing VAC students.

9) Use an abundance of initiative and trial and error as we have done! Don't be afraid of mistakes. If you try this endeavor, you will be in the front line pioneering a new program so you will be developing new ideas and procedures.

OUTLINE OF "BUSINESS ADVISORY GROUPS WHO ARE MORE THAN ADVISORS "

Each school district presenter will explain her methods and purposes for each major item of the outline.

I. ESTABLISHMENT OF THE BUSINESS ADVISORY COMMITTEE/COUNCIL (BAC)
- A. District Approval
- B. Initial Contacts
  1. School Board Members
  2. Chamber of Commerce
  3. Business Leaders
  4. Civic Organizations
- C. Foundation Meeting
  1. Projected Meeting Schedule
  2. Membership Recruitment
  3. Objectives

II. MEMBERSHIP RECRUITMENT
- A. Community Activities
  1. Chamber Events
     a. Mixers
     b. Committee Meetings
     c. Table Top Shows
  2. Civic Group Presentations
  3. PTA Presentations
- B. BAC Members Individual Efforts
  1. Letters and Phone Calls to Business Acquaintances
  2. Meetings and Appointments with Community Leaders
  3. BAC Meeting Invitations

III. BAC ACTIVITIES
- A. Education of BAC Members
  1. School Visitation by Individual BAC Members
  2. Vocational Assessment Site Visitations
  3. Job Fair
  4. BAC Meetings in Special Education Classrooms
  5. Catering by VEH Students for BAC Meetings
  6. Presentations at BAC Meetings
  7. BAC Meeting Discussions
- B. Public Relations/Marketing
  1. Materials Developed by BAC
     a. Life Training Pamphlet
     b. Jobs Marketing Flyer
     c. Brag Book
     d. Slide Tape Presentation
     e. Video Presentation
     f. Membership Recruitment Brochure
     g. BAC Stationary
     h. BAC Logo
     i. BAC Handbook
  2. Community Marketing
     a. Individual Contacts by BAC Members
     b. Civic Group Presentations
     c. PTA Presentations

OUTLINE con't.

C. Vocational Assessment Site/Job Development
 1. Analysis of Needs by School Personnel and BAC
 2. Use of Marketing Materials
  a. Appointments/Interviews with Employers
  b. Presentations to Civic Groups and Human Resources Depts.
 3. Needs Assessment of Employers
 4. Invitation to BAC Meetings
 5. Student/BAC Job Fair

D. Recognition Efforts
 1. BAC Members-Employers Recognition Awards Luncheon
 2. Student Awards Luncheon
 3. Exchange Club Inclusion of Special Education Students for Awards
 4. RRX Exemplary Program Status
 5. School Board Presentation
 6. Chamber of Commerce - School Board State of the Schools Banquet and Address

III. BENEFITS

A. School District Benefits
 1. Advocacy for Students and Programs
 2. Job Development Assistance
 3. Vocational Assessment Site/Development Assistance
 4. Community Involvement
 5. Public Relations
 6. Public Awareness
 7. Vocational; Special Education Training Curriculum Development

B. Business Community Benefits
 1. Community Involvement
 2. Personal Satisfaction
 3. Company Recognition
 4. Expanded Knowledge of ADA
 5. Expanded Knowledge of Working with People with Disabilities
 6. Additional Contacts for Business
 7. Introduction of Management to an Untapped Resource

OUTLINE OF "CAREER AND JOB FAIR"

I. Introduction
   A. Basic Description
   B. Video - Irving Community Television Network (Community program segment of job fair highlights including excellent interviews with students, business leaders and employers.)

II. Initial Planning
   A. Business Advisory Committee
      1. Planning Committee
      2. Initial Procedures
      3. Contacts with Chamber of Commerce and Other Business Professionals
   B. Chamber of Commerce
      1. Establishment of Time, Place, Date
      2. Options for Contacting Members
      3. Human Resource Committee Interviewing Skit Schedule
   C. Coordination with High Schools
      1. Meetings with Teachers
      2. Selection of Forms
      3. Scheduling for Coordination of Student/Parent Notifications, Permission Forms, Teacher Notifications and Bus Transportation

III. Publicity/Employer Invitations
   A. Chamber of Commerce
      1. Job Fair Invitation in Chamber Newsletter
      2. Phone Contacts
   B. Business Volunteers
      1. Letters
      2. Phone Contacts
   C. Business Advisory Committee
      1. Personal Invitations
      2. Phone Contacts
   D. Community Publicity
      1. Electronic Business Signs
      2. Newspapers
      3. Chamber Newsletter

IV. Follow-Up to Employer Response
   A. Letters
   B. Phone Calls
   C. Visits to Employers
   D. Reminders
      1. Phone Contacts
      2. Personal Contacts

V. Organizational Procedures for Student Involvement
    A. Notifications
        1. Parental Permission/Notification Forms
        2. Teacher Notification Forms
    B. Bus Scheduling
    C. Student Preparation
        1. Practice in Completing Applications
        2. Interviewing Skills Education
            a. Chamber Human Resource Committee Skit
            b. Practice
        3. Resumes
        4. Grooming and Dress

VI. Organizational Procedures for Job Fair
    A. Volunteer Involvement
        1. Recruitment
        2. Education
    B. Physical Logistics
        1. Equipment Planning and Procurement
        2. Set-Up Planning
        3. Flow of Students
    C. Chamber of Commerce Coordination
    D. Employer Education
    E. Sign Procurement

VII. Job Fair
    A. Employers
        1. Welcome
        2. Assistance
        3. Set-Up
        4. Signs
    B. Students
        1. Student Flow
        2. Volunteer Assistance
        3. Application Table
    C. Publicity
        1. Newspaper
        2. Community Cable Television Network

VIII. Follow-Up
- A. Students
  1. Discussions
  2. Assistance with Employment Procedures
  3. Assignments
  4. Thank-Yous
  5. Publicity Handouts
  6. Employer Handouts
- B. Employers
  1. Appreciation Letters
  2. Publicity Handouts
  3. Follow-Up on Student Employment
  4. Survey
- C. Volunteers and Chamber of Commerce
  1. Appreciation Letters
  2. Publicity Handouts

IX. Ideas for a Better Job Fair
- A. Volunteers
- B. Student Involvement
- C. Education of Employers
- D. Recruiting Procedures
- E. Planning

X. Advantages of a Student Job Fair
- A. Public Relations
  1. Newspaper and Community Cable Television Publicity of Transition Programs and Student Employment Needs
  2. Education of Chamber Members, Employers and Business Leaders
  3. Face-to-Face Encounters of Students and Employers
- B. Students
  1. Employment Assistance
  2. Career Education
  3. Interviewing/Job Preparation Practice
  4. Self Esteem/Confidence Builder
- C. Employers
  1. Access to Good Employees
  2. Job Matching Assistance
  3. Opportunity to Educate Students on Future Employment Opportunities and Training Requirements

XI. Questions and Discussion
- A. Solicitation of Ideas
- B. Audience Rating of Job Fair Procedures

IRVING
Independent School District

600 E. Shady Grove Road

Irving, TX 75060

tel. 214/438-5141

fax 214/579-7534

SANDRA SHUGART
Director of Special Education

October 4, 1993

Ms. Paula Agulafo, Counselor
Texas Rehabilitation Commission
1636 West Irving Blvd., Suite 310
Irving, Texas 75061

Dear Paula:

Thank you for attending the Business Advisory Committee for Vocational Special Education/Irving Chamber of Commerce Job Fair. Your participation made the Job Fair an unqualified success. Our students learned important information regarding careers with your company.

If you are currently hiring, I hope the Job Fair introduced you to many students who will be excellent prospects for your company. If you need additional information regarding the students, please call me at 214/438-5141. I will be glad to assist you in any way.

The October 26, 1993 Sunday edition of the Irving News published an excellent article on the job fair. Your company was listed as a participant. This positive publicity is good for the school district as well as the business community. A copy of the article is enclosed.

Also enclosed is my business card and a card from the company who so graciously donated the signs for the tables. Thank you again for making our Job Fair an important learning experience for the students and the business community.

Sincerely,

Ellen Waller
Vocational Adjustment Coordinator

EW/jck
0854

Jack Singley
Superintendent
of Schools

THE IRVING CHAMBER

JOB FAIR

IRVING
Independent School District

Presented by Human Resource Committee and the Business Advisory Committee for Vocational Special Education of Irving Independent School District.

SEPTEMBER 21, 1993

10 a.m. - 12 noon

IRVING CHAMBER OF COMMERCE
3333 N. MacArthur Blvd.

The Job Fair is an opportunity to meet the students and present information to them regarding employment with your company or organization.

For more information contact:

Ellen Waller - 790-1904
Velma Edwin - 438-5141

JOB FAIR

☐ Yes, I will attend

Return to:

Irving Chamber - 3333 N. MacArthur, #100 - Irving, TX 75062

Name_____ Phone No._____

Business Name_____

Address_____ Zip_____